



1983 TO 2023  
OXLEY COLLEGE



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After School Care Educator

## After School Care Educator

School Campus	Junior School
Reports to	Business Manager and Head of Junior School
Employment	<input type="checkbox"/> Full-Time <input type="checkbox"/> Ongoing
Status	<input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Award	Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021.

Oxley College is a well-established independent, co-educational, non-denominational K-12 day school in the beautiful Southern Highlands of NSW with 880 students. Bowral is approximately 75 minutes south of Sydney airport and central Wollongong.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programmes can be located on our website: [Oxley College](#).

### Position Summary

An exciting new opportunity has arisen for a suitably qualified educators, to join the Oxley team to work in our After School program.

The ideal role holder will have a passion for childcare, be compassionate, friendly and possess the ability to interact with children positively and productively. Actively supervise children and build strong relationships with children, parents, and the School's Community whilst supporting both the Business Manager and Head of Junior School.

Applications will be considered for casual and permanent part time and will work across Mondays to Fridays from 3.00pm until 6.30pm (no weekends) in College term times.

### Key Responsibilities

The ideal candidate will be responsible for:

- Providing a safe service for staff and children in an all-inclusive professional team environment.
- Maintain children attendance to ensure child safety and supervision.
- Develop and foster positive relationships with parents, caregivers, children and other key stakeholders.
- Ability to show initiative and plan and set up/pack down various fun and engaging activities.
- Ability to collaborate with teaching staff around any individual childcare needs.
- Dedication to role and providing a safe environment for children.
- Any other duties as required or set out by the Business Manager or Head of Junior School.
- Maintain high standards of hygiene and cleanliness of program premises and facilities.





- Comply with College policies and procedures including Work Health and Safety requirements.
- Be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

## Essential Criteria

The ideal role-holder will demonstrate the following:

- Hold qualifications in Childhood Education and Care (Certificate III or Certificate IV equivalent level), and/or a willingness to work towards this certification outcome.
- Have a current Working with Children Check or a willingness to obtain.
- Holder of a current First Aid (CPR, Anaphylaxis and Asthma Management (HTAID004), or be willing to obtain).
- Have a passion for working with children and nurturing their development.
- Ability to work co-operatively as part of a team.
- Ability to be flexible and show initiative.

*The following table will be used as a guide for the assessment of the candidates.*

Capability Group	Capability Name
Relationships 	Communicate Effectively Work Collaboratively Commitment to Customer Service
Personal Attributes 	Manage Self Resilience and Adaptability Act with Integrity
Results 	Plan and Prioritise Demonstrate Accountability Think and Solve Problems
Resources 	Project Management Procurement Technology and Information

## Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. The successful applicant will comply with the requirement to be fully vaccinated against COVID-19 or other diseases (as advised by the College) and provide the relevant evidence.
3. Subject to a 6-month probationary period.

## Application Guidelines

- To apply for this position, you must be eligible to work in Australia, eg. hold an appropriate and current Australian work visa.
- Applications should be sent as one attachment (PDF combined format is preferred).

- Submissions should include a covering letter and address the outlined essential criteria in support of your application (not more than two pages in length).
- Address your submission to Em Cassin, Business Manager and send via email: [hr@oxley.nsw.edu.au](mailto:hr@oxley.nsw.edu.au).
- Applications **must** also include the following information:
  - Personal details (a photograph is optional).
  - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
  - A summary of your current position.
  - A concise summary of your employment history (beginning with the most recent position).
  - Membership of any professional associations.
  - Names, positions and contact details for three (3) referees.

## Employee Acknowledgement

*I have read and understood the contents of this position description and accept the following:*

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

### AUTHORISATION *(internal use only)*

Business Manager Name	Signature	Date
Head of College Name	Signature	Date